

SAM NOBLE OKLAHOMA MUSEUM OF NATURAL HISTORY
DEPARTMENT OF RECENT INVERTEBRATES
LOAN TERMS AND CONDITIONS

Institutional Affiliation. Loans are made to institutions, not to individuals. Loans will be granted only to appropriate curators or faculty members with the authority to bind the institution and will be considered the direct responsibility of the institution.

Students, Fellows, Emeritus Faculty, Visiting Researchers. Individuals without affiliations, students, fellows, and others may borrow, if endorsed by a curator or faculty member with the authority to bind the institution and willing to accept direct responsibility for the care and return of the loan.

Loan Agreement. The Loan Agreement must be promptly signed and returned to the Curator of Recent Invertebrates on receipt of the loan. By signing the Loan Agreement, the borrower agrees to abide by the conditions set forth here. If damage has occurred during shipping, it must be detailed on the Loan Agreement at the time of receipt, and SNOMNH curatorial staff must be immediately notified.

Care of Specimens. All borrowed specimens must be kept in clearly marked cases, boxes, or drawers that indicate the contents are the property of the SNOMNH Department of Recent Invertebrates Collection. The borrower takes full responsibility for care of specimens and agrees to protect them from damage caused by handling, poor environmental conditions, and museum pests. If unforeseen changes in condition (damage, theft) occur to the loan while in the possession of the borrower, the SNOMNH Department of Recent Invertebrates must be contacted immediately. Absolutely no re-mounting, dissection, modification, sampling, preparation, coating, restoration, repair, cleaning, or pest treatment may be performed by the borrowing institution without explicit permission of the SNOMNH curatorial staff. Specimens loaned in alcohol either singly or in a lot may be re-curated as pinned specimens with prior approval of the Curator, as long as the corresponding catalog number and other labels are duplicated and retained with each pinned specimen.

Security and Insurance. The borrower must provide adequate security of loans. Financial responsibility for any damage to specimens while they are in the borrower's possession is assumed by the borrower and his/her institution. Should loss or damage occur, the amount of compensation will be decided by the SNOMNH based on the value to the specimen(s) and/or the cost of replacement.

Photography/Microscopy. Photography and microscopy for research and study purposes is permitted. Permission to reproduce or publish items must be requested in advance, and granted in writing through a "Request for Permission to Publish" form. With inquiries or requests for permission, please contact the SNOMNH Department of Recent Invertebrates curatorial staff.

Publications, Exhibitions, and Publicity. All publications, presentations, printed material, and exhibition labels must acknowledge the "Sam Noble Oklahoma Museum of Natural History, University of Oklahoma" and "Department of Recent Invertebrates OMNH (catalog number)." Researchers designating types from SNOMNH material are required to publish the SNOMNH catalog number with the type designation. The SNOMNH Department of Recent Invertebrates must be sent one copy of any publication including the loaned material, and the SNOMNH must be sent copies of all publicity releases or informational materials dealing with loaned specimens.

Loan Transfers. Loans are made to institutions. Borrowed specimens cannot be loaned secondarily or transferred, without the written permission of the SNOMNH Department of Recent Invertebrates. In the event a researcher leaves the borrowing institution, loans are to be returned immediately.

Recall of Loans. Loans may be recalled at any time by the SNOMNH. When recalled, the specimens must be returned to the SNOMNH by the date specified on the recall notice.

Shipping and Return. Borrowers must return loans within a timely manner after approved use, established by the term of the Loan Agreement. Limited extensions are granted at the discretion of the SNOMNH Department of Mammalogy curatorial staff. In the case of very large loans, partial returns are encouraged as lots of material are studied. Please do not ship any specimens during December. All shipping procedures must be replicated in return, including shipping insurance. Prior to the return of loans, the borrower must send notify the SNOMNH Department of Recent Invertebrates with the shipping method and anticipated shipping and arrival dates.

Packaging and shipping must ensure the safety of the loan and follow regulations set forth by law. Loans must be packed in a manner comparable to that as received using original packaging, if possible. Secondary types must be pinned in individual units, plastic wrapped, and sent via registered air mail. Specimens should be securely pinned, and all heavy specimens or loose parts should be brace-pinned. Material in alcohol should be packed separately from pinned material. Packing material should be lightweight, and at least two (2) inches of packing material should surround the specimen box. A shipping label should be placed in the box, in case the outer label is lost or damaged, together with a copy of the loan form, annotated to indicate what material is being returned. The outside of the box should be clearly marked: "Fragile -- Dead Insects for Scientific Research -- No Commercial Value." When a shipment contains returns from more than one loan, loan number should be used to sort specimens, and loan numbers indicated by small labels pinned in the unit trays.